

NEW ORLEANS FEDERAL EXECUTIVE BOARD

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USDA, National Finance Center
(504) 426-0106

February 5, 2009

TO: Federal Executive Board Members

SUBJECT: Public Service Recognition Week – Schedule of Events

Public Service Recognition Week (PSRW) will be observed May 4-10, 2009. This week of recognition provides us with an opportunity to focus the community's attention on the dedication and allegiance of public servants who serve our country and communities. The New Orleans Federal Executive Board (NOFEB) will sponsor a Distinguished Service Luncheon and Awards Program on Wednesday, May 6, 2009, and an interagency Mall Exhibition Program on Thursday, May 7, 2009. Everything your agency needs to participate in these events is enclosed with this letter.

The Distinguished Service Awards Nomination Packet (Enclosure 1) has the criteria, guidelines and instructions for nominating employees for Distinguished Service Awards. I am sure that each agency and military organization has many employees whose talents and contributions more than meet the criteria. Nominations are due no later than close of business Monday, April 6, 2009, and should be submitted to the address shown below or can be faxed to NOFEB at (303) 205-3005.

NEW ORLEANS FEDERAL EXECUTIVE BOARD ATTN: PSRW DISTINGUISHED SERVICE AWARD NOMINATIONS P. O. BOX 53206 NEW ORLEANS, LA 70153-3206

If you have any questions regarding the nomination process, please contact me by e-mail at kathy.barre@usda.gov or by telephone at (504) 426-0106, or Ms. Thea Ness at (504) 426-0122 or e-mail thea.ness@usda.gov.

The Distinguished Service Awards and Luncheon Program will be held on Wednesday, May 6, 2009, at the World Trade Center New Orleans (Plimsoll Club on the 30th floor), 2 Canal Street, New Orleans, Louisiana 70130, from 11:30 a.m. until 1:30 p.m. (11 a.m. check-in). The cost to attend the awards program luncheon is \$28.00. We ask that the cost of the luncheon for awardees and nominees be paid by the nominating agency. Attendance at the awards ceremony by family, friends, and co-workers is also encouraged. The PSRW Awards Program Registration Form (Enclosure 2), and the PSRW Credit Card Billing Form (Enclosure 3), provides additional registration and payment instructions.

The Mall Exhibition Program will be held at the Lakeside Shopping Mall (Metairie) on Thursday, May 7, 2009, from 10 a.m. until 5 p.m., and will feature booth displays by local agencies. This is an excellent opportunity for your organization to pursue recruitment objectives as well as to inform the public about your mission and its value to the community.

To participate in the Mall Exhibition Program, simply complete the enclosed Mall Exhibition Program, Agency Participation Form (Enclosure 4). If you have any questions regarding the Mall Program, please contact Ms. Charlene Reynolds, Mall Program Chairperson, by telephone at (504) 734-4565, or e-mail at charlene.reynolds@spr.doe.gov.

The Outreach Committee is working on an outreach service opportunity and additional information on this event will be forthcoming.

Thank you for your continued support in making 2009 Public Service Recognition Week the most successful program ever.

Sincerely,

/S/

KATHY P. BARRE' Executive Director

Enclosures:

- (1) Distinguished Service Awards Nomination Packet 2009
- (2) PSRW Awards Program Registration Form
- (3) PSRW Charge Card Billing Form
- (4) Mall Exhibition Program Agency Participation Form